

BUILDING SUCCESSFUL FINALE 'CHOPS'
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21 Practical Tutorials using Finale 2012 Music Notation Software
Second Edition
WEBSITE: www.finaletraining.com

Finale 2012

BEGINNING NOTATION

Sample Tutorial

100%
(resize for
printing)

Your Name

Go Tell Aunt Rhodie

Lively ♩ = 144 Folk Song

5

Chapter 5: BEGINNING NOTATION

1. CREATING A NEW DOCUMENT WITH THE SET-UP WIZARD:

- Click on the **FILE Menu > LAUNCH WINDOW**. Click the SET-UP WIZARD button (to set up a new score from scratch).
- SELECT AN ENSEMBLE and DOCUMENT STYLE:
 - Under SELECT AN ENSEMBLE:
 - For this example, choose CREATE NEW ENSEMBLE.
 - ANOTHER OPTION WHEN SETTING UP OTHER SCORES: In the same window, choose one of the existing ensemble templates that is already set up for you to use.
 - Under SELECT A DOCUMENT STYLE:
 - For this example, choose ENGRAVED STYLE for the traditional notation font.
 - OPTIONS AVAILABLE FOR OTHER SCORES:
 - HANDWRITTEN STYLE (Broadway Copyist Font) for a handwritten look.
 - Other Document Styles (Band, Choral, General, Orchestral).
 - PAGE SIZE and ORIENTATION for the Score and Parts is already setup for an 8-1/2 x 11 inch page and Portrait Orientation. If you wish to change the setup, click on the pop-up menus.
 - Click NEXT.
- SELECT INSTRUMENTS:
 - CHOOSE THE INSTRUMENTS for this tutorial example:
 - At the top of the window next to SELECT FROM, click on the pop-up menu and choose ALL Instruments.
 - In Column 1, highlight the instrument family you desire. (For this example choose BLANK STAFF).
 - In Column 2, highlight the specific instrument or staff. (For this example choose GRAND STAFF).
 - Click the ADD button to add that instrument staff to Column 3.
 - Repeat for each instrument in your score. Make sure the instruments in Column 3 are in the correct order for your score. (Click on the Score Order pop-up menu to change the order of the instruments - OR - Highlight the instrument name, and click on the UP or DOWN ARROW to change the order).
 - Click NEXT.

- ENTER THE SCORE INFORMATION:
 - Type in the TITLE ('Go Tell Aunt Rhodie'). Press TAB Key to move cursor to the next box.
 - Type in the COMPOSER ('Folk Song' for this example).
 - OPTIONAL: Subtitle, Arranger, Lyricist, Copyright.
 - Click NEXT.

- ENTER THE SCORE SETTINGS:
 - Select the TIME SIGNATURE ('4/4').
 - Select a CONCERT KEY SIGNATURE ('C Major'). Click the UP ARROW to add sharps or the DOWN ARROW to add flats.
 - Type in the NUMBER OF MEASURES in your score ('9'). The default number is 31.
 - Under SPECIFY INITIAL TEMPO MARKING, next to TEXT, type "**Lively**" and METRONOME MARKING **Quarter Note = 144**. (If there is no Tempo Marking, the box should not be checked).
 - IF YOU HAVE A PICKUP MEASURE: Under SPECIFY PICKUP MEASURE, click the note duration that equals the sum of the pickup notes. (If there is no Pickup Measure, this box should not be checked).
 - Click FINISH.

- CHOOSE THE VIEW SETTING:
 - Your score appears in PAGE VIEW (pages go off to the right). The page number always appears in the bottom Page box.
 - If you prefer SCROLL VIEW: Click on the **VIEW Menu > SCROLL VIEW**. The measure number on the left side of the screen always appears in the bottom Measure box.
 - If you prefer STUDIO VIEW: Click on the **VIEW Menu > STUDIO VIEW**. The mixer controls appear to the left of each staff. The measure number on the left side of the screen always appears in the bottom Measure box.

NOTE: *When entering the notes in your score, you may alternate between these three view settings at any time.*

- SAVE YOUR SCORE: On your computer screen, if the name of your document says 'Untitled', you have not named and saved it yet.
 - Click on the **FILE Menu > SAVE AS**. At the top of the window next to SAVE IN, choose the folder in which you want your work to be saved.
 - Next to FILE NAME, type in a name for your score.
 - Next to SAVE AS TYPE, save as a Finale notation document (.MUS). Click SAVE.

NOTE: *MAC USERS - Always leave the .MUS suffix at the end of your title (don't delete it).*

2. ENTERING NOTES WITH THE SIMPLE ENTRY TOOL :

- * **FOR LAPTOPS:** *Most laptop computers do not have a numeric keypad (for changing note durations). If you are using a laptop, you will need to select the Laptop Shortcut Table so you can use your top row numbers to change the note durations (like a numeric keypad).*

- TO SELECT THE LAPTOP SHORTCUT TABLE:

- Using the **SIMPLE ENTRY TOOL**, click on **SIMPLE Menu > SIMPLE ENTRY OPTIONS**.
- Click EDIT KEYBOARD SHORTCUTS button.
- At bottom left under KEYBOARD SHORTCUT SET (next to NAME), click on the pop-up menu. Choose LAPTOP SHORTCUT TABLE. Click OK, click OK. Now, your Laptop Shortcut Table is selected. You can use the top row numbers to change durations and the F2-F9 keys to add intervals (Mac: FUNC + F2-F9).

ENTER ALL OF THE NOTES IN THE TREBLE AND BASS STAVES USING ONE OF THE SIMPLE ENTRY METHODS LISTED BELOW:

(Point & Click Method, Typewriter Method or Step Entry with MIDI Keyboard Method)

- SIMPLE ENTRY POINT AND CLICK METHOD:

- Click on the **SIMPLE ENTRY TOOL**. (Use the Simple Entry Palette to select note durations. Use the Simple Entry Rest Palette to select a rest duration).
 - IF YOUR NOTE AND REST PALETTES ARE NOT VISIBLE: Click on the **WINDOW Menu > SIMPLE ENTRY PALETTE** and **SIMPLE ENTRY RESTS PALETTE** (should be checked).
 - TO ENTER A NOTE OR REST: In the Simple Entry Palettes, first click on a note or rest icon to select a note duration. Then click on the correct line or space in the staff to enter a note or click in the staff to enter a rest.
 - TO ENTER A TIE: Click the first note of the tie into the staff and press 'T' (for 'tie'). Then click in the second (tied) note.
 - TO ENTER A CHORD: Select the note duration and click in the bottom note of the chord. Use the top row numbers 2 through 9 to add intervals above the highlighted note (2 for 2nd, 3 for 3rd, etc.). Press SHIFT + top row numbers 2 through 9 to add an interval below a note. (LAPTOPS: Use the F2-F9 keys to add intervals above a note or SHIFT + F2-F9 keys to add intervals below. On Mac laptops, also use FUNC key).
- **SIMPLE ENTRY DURATIONS:**
- If you are entering notes with the Typewriter Keypad Method (below) or the Step Entry with MIDI Method (Page 43), use the numbers of your computer numpad (or top row numbers on a Laptop) to change the note and rest durations:



- SIMPLE ENTRY TYPEWRITER KEYPAD METHOD:

- Click on the **SIMPLE ENTRY TOOL**.

- TO PLACE THE CURSOR IN A MEASURE: CTRL / OPT-click in a measure (cursor w/slash appears).
- TO SELECT A NOTE DURATION: Use numpad numbers (or top row numbers on a Laptop). NUM LOCK within typewriter keys will NOT work. The purple cursor shows the note duration that is currently selected.
- TO ENTER THE NOTES: Use letters 'A' through 'G' on the typewriter, changing note durations with the numbers as needed.
- TO ENTER A REST: Choose the duration number, then press '0' (zero) on the numpad (or top row number on a Laptop).
- TO MOVE A SINGLE NOTE UP or DOWN AN OCTAVE: Using the RIGHT or LEFT ARROW keys, navigate to desired note (to highlight). Press SHIFT + UP or DOWN ARROW (to move the note up or down an octave). To set the correct octave before entering the note, first press SHIFT + UP or DOWN ARROW to set cursor location, and then enter note.
- TO ENTER A TIE: Enter the first note and press 'T' (for 'tie'). Enter the second (tied) note.
- TO ENTER A CHORD: Select the note duration and click in the bottom note of the chord. Use the top row numbers 2 through 9 to add intervals above the highlighted note (2 for 2nd, 3 for 3rd, etc.). Press SHIFT + top row numbers 2 through 9 to add an interval below a note. (LAPTOPS: Use the F2-F9 keys to add intervals above a note or SHIFT + F2-F9 keys to add intervals below. On Mac laptops, also use FUNC key).



- **SIMPLE (STEP) ENTRY METHOD (with MIDI Keyboard):**

- NOTE:** *When you click on the SIMPLE ENTRY TOOL, your MIDI keyboard is active. Whatever you play will be entered on a staff in your score. When you have completed your note entry, remember to click out of Simple Entry (on any other tool icon) so your MIDI keyboard is not active.*
- TO PLACE THE CURSOR IN A MEASURE: CTRL / OPT-click in Measure 1 of the Treble Staff (purple cursor w/slash appears).
 - TO ENTER THE NOTES IN THE TREBLE STAFF: On the numpad (or top row numbers on a Laptop), press number '6' to select the half note duration. Using the MIDI keyboard, play in the first note ('E'). Change the note duration to quarter (number '5') and play in the next 2 notes. Continue entering the notes to the end of the Treble Staff, selecting the duration first and then playing in the note.
 - Once your purple cursor has been placed in the measure, enter all notes and rests using one hand on the numpad (or top row numbers on a Laptop) to change the durations, with the other hand playing pitches on the MIDI keyboard. Use the RIGHT and LEFT ARROWS to navigate between measures or to highlight a note/rest. YOU DO NOT NEED TO TOUCH YOUR MOUSE UNTIL YOU NEED TO MOVE THE CURSOR TO ANOTHER STAFF OR NEED TO SWITCH TO ANOTHER TOOL!!
 - TO DELETE A NOTE OR REST: Press CTRL / CMD + 'Z' (to undo your last command) - OR - Use the RIGHT or LEFT ARROW keys to highlight the note and press DELETE.

- TO ENTER A TIE: Enter the first note and press 'T' (for 'tie'). Enter the second (tied) note.
- TO ENTER A REST: Choose the duration number, then press '0' (zero) on the numpad (or top row number on a Laptop). To fill a measure with rests, press the RIGHT ARROW to move the cursor to next bar.
- TO ENTER NOTES IN THE BASS STAFF: Place cursor in Measure 1 of the Bass Staff.
- TO ENTER A CHORD: Select the duration ('7' for a whole note). Play all notes of the chord simultaneously. Once the chord is entered, the cursor jumps to the next measure. This whole note duration will remain active until you press a new number to select a different duration.
- **Enter all of the notes in the entire piece** using one of the three **SIMPLE NOTE ENTRY** methods described on the previous two pages. Do the Treble Staff first and then the Bass Staff. Save your work.

3. TO ADD ARTICULATIONS:



- Click on **ARTICULATION TOOL**.
- Click on the note (within the 5 lines of the staff) where you want to add an articulation (window opens). Highlight the desired articulation. Click SELECT.
- TO DELETE: With the **ARTICULATION TOOL**, highlight the handle (box) and press DELETE.
- TO FLIP THE FERMATA: Grab the fermata handle and drag down under the note (fermata flips).

4. TO ADD DYNAMICS AND OTHER EXPRESSIONS:



- Click on the **EXPRESSION TOOL**.
- Double-click on a note or drag the mouse around a single notehead in a staff (window opens).
 - In the left column, choose DYNAMICS (or other Expression marking category you desire).
 - Highlight the expression. Click ASSIGN.
 - Grab the handle to drag into place. (Dotted line shows beat where expression is attached).
- TO DELETE: With the **EXPRESSION TOOL**, highlight the handle and press DELETE.

5. TO ADD CRESCENDOS, SLURS:



- Click on the **SMARTSHAPE TOOL** (SmartShape Palette should appear on the screen). If not, click on the **WINDOW Menu > SMARTSHAPE PALETTE** (should be checked).

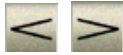


- SLURS: Click on the **SLUR TOOL** in the SmartShape Palette.

2-NOTE SLUR: Double-click on the first note. The slur will automatically go to next note.

3-OR-MORE-NOTE SLUR: On the first note of the slur, double-click-hold and drag onto the last notehead of the slur. When the last note is highlighted, release the mouse.

- CRESCENDO, DECRESCENDO:



- Highlight the **CRESCENDO** or **DECRESCENDO TOOL** in the SmartShape Palette. Place the mouse over the spot in your score where you want to place marking. If the cursor arrow is pointing UP, marking will attach to the staff above. If it is pointing DOWN, the marking will attach to the staff below. Double-click and hold your finger on the mouse. Drag to the right and release.

- TO DELETE: Using the **SMARTSHAPE TOOL**, highlight large handle and press DELETE.
- TO ADJUST THE SHAPE: Click on the large handle. Grab one of smaller diamond shaped handles and drag to edit.

6. TO ADD REPEATS AND ENDINGS:



- Click on the **REPEAT TOOL**.

- TO CREATE A FORWARD REPEAT SIGN: In Measure 1, CONTEXT-click (RIGHT-click with 2-button mouse or CTRL-click with single-button mouse). Choose **CREATE FORWARD REPEAT BAR**.
- TO CREATE 1st and 2nd ENDINGS SIMULTANEOUSLY: Highlight only the measure in the 1st ending (Measure 8). CONTEXT-click (RIGHT-click with 2-button mouse or CTRL-click with single-button mouse) in the highlighted area. Choose **CREATE FIRST AND SECOND ENDING** (both endings and the repeat sign appears).

7. TO ADD SPECIAL BARLINES:

NOTE: *Finale automatically places a final bar line at the end of any score. Once you delete the extra measures at the end of your piece, the final bar line will appear in the last measure.*



- TO MANUALLY ADD OR CHANGE A BARLINE: Click on the **MEASURE TOOL**. Double-click in the measure where you want to change the barline. Next to BARLINE, click on desired barline and click OK.

8. TO LISTEN TO YOUR PIECE:

NOTE: *If your PLAYBACK CONTROLS are not already showing on your screen, click on the **WINDOW Menu > PLAYBACK CONTROLS** (should be checked). Move and drag the PLAYBACK CONTROLS so they are not covering your music.*

- TO PLAY: Click the PLAY button (middle arrow). The music will automatically scroll while playing. Click on the STOP button (square) to stop the playback.
- TO PLAY FROM A SPECIFIC MEASURE: While pressing the SPACE BAR, click in the measure where you want to begin playback. Click anywhere on the white space of your page to stop.

9. TO MOVE, DELETE OR EDIT A MARKING:



- Click on the **SELECTION TOOL**.

- TO MOVE A MARKING: Click on the marking and drag.
- TO DELETE A MARKING: Click on the marking (it turns purple). Press DELETE.

10. TO FORMAT YOUR SCORE:- TO REMOVE THE EXTRA MEASURES AT END OF THE PIECE:

- Using the **SELECTION TOOL**, double-click on the first measure you want to delete (measure stack is highlighted). Press SHIFT + END key on Windows (Mac: SHIFT + FUNC + RIGHT ARROW) to highlight the measures to the end of score. Press DELETE.
- Click on the **VIEW Menu > PAGE VIEW** (to format your score).

- TO SET THE PRINTING SIZE:

- Go to the top of the first page. Using the **RESIZE TOOL**, CONTEXT-click in the far upper left corner. Choose **RESIZE PAGE**. We will leave this example at 100% since it is only nine measures. For normal printing, the page size can be set between 90-100% reduction. In order to get more staves on a page, smaller percentages (65-75%) are used for large scores. Click OK.

- TO MANUALLY MOVE A MEASURE UP OR DOWN TO THE NEXT MUSIC SYSTEM:

- With the **SELECTION TOOL**, click on a measure at the end of a system (to highlight). Press UP or DOWN ARROW to manually move measure to system above or below.

- TO FORMAT THE PAGE:

- Zoom Out several times (CTRL / CMD '-' minus) to see the entire page. Click on the **PAGE LAYOUT TOOL**.
- TO MAKE ROOM FOR YOUR TITLE: Click the mouse in the middle of System 1 and drag it down far enough to make more room for your title on Page 1 of your score. (Dragging a system up or down in the score also affects the other systems that follow it).
- Zoom In several times (CTRL / CMD '+' plus) to see the title information on Page 1.

- TO DELETE THE WORDS 'SUBTITLE' and 'ARRANGER':

- Using the **SELECTION TOOL**, click on text you wish to remove (to highlight). Press DELETE.

- TO EDIT TEXT:

- TO EDIT EXISTING TEXT: With the **TEXT TOOL**, double-click on the text block handle (an active box appears around text). Drag mouse over the text (to highlight). Type over existing text with new text. Click anywhere on the page to remove the highlight. Drag the handle to move into place.
- TO CHANGE THE TEXT FONT: With the **TEXT TOOL**, double-click on the text block handle (active box appears around the text). Drag the mouse over the text (to highlight). Click on the **TEXT Menu > FONT, SIZE or STYLE** and make selection.
- TO ADD NEW TEXT OR DIRECTIONS: Using the **TEXT TOOL**, double-click in the upper right corner of the page (blinking cursor appears). Type in your name. Click on the page to remove the active box. Drag the handle to move into place.
- SAVE AND PRINT: Since you have already given your score a name, click on the **FILE Menu > SAVE** - OR - CTRL / CMD + 'S'. Click on the **FILE Menu > PRINT** - OR - Shortcut: CTRL / CMD + 'P'. For this example, SCORE should be checked. Click OK.